



**OFFICE OF THE PRINCIPAL, CHARAMPA MAHAVIDYALAYA, BHADRAK**  
AT/PO-CHARAMPA, DIST:-BHADRAK, ODISHA-756101, Tel No.: 06784230679  
e-mail: charampacollege@gmail.com

**Notice No. 327 CMV/25 Date 11.12.2025**

As per instructions contained in Letter No. 16604 dated 08.12.2025 of the Directorate of Higher Secondary Education, Odisha, uploading daily attendance of both students and teachers in the SAM Portal is mandatory. This is essential for monitoring academic activities, ensuring accountability, and generating accurate MIS reports for the Directorate.

Non-compliance with daily attendance updating will adversely affect monitoring, reporting, and decision-making at the State level. Therefore, all pending attendance (From July to November, 2025 of both Student & Teachers) entries must be completed immediately, and regular submission must be ensured.

**All staff members are strictly instructed to:**

- Report to the college on time.
- Record their biometric attendance in the prescribed time without fail.
- Attend their allotted classes regularly.
- Submit the class attendance report to the +2 DEO Mrs. Debasmita Mohanty for onward transmission to the Government.
- Both students' and teachers' attendance will be uploaded to the Government through the SAM Portal on a daily basis.

Students of Charampa Higher Secondary School, Charampa are hereby informed to attend the college punctually and regularly, as their attendance will be submitted to the Government through the SAM Portal.

This is a most urgent notice for both teachers and students.

*11.12.25*  
Principal  
Charampa Mahavidyalaya,  
Charampa Mahavidyalaya  
Bhadrak  
Bhadrak  
02/12/2025  
11.12.2025

**Memo No. 328 CMV/25 Date 11.12.2025**

Copy to All Notice Board/ PGF/Website/ Head Clerk for information.

*11.12.25*  
Principal  
Charampa Mahavidyalaya,  
Charampa Mahavidyalaya  
Bhadrak  
Bhadrak  
02/12/2025  
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